

## Position Description (PD) for Yucca Mountain Lead Lab Activities

Position Description Number	YM024	
Creation Date of PD	07/02/06	
Job Title	LA Document Management Specialists	
SNL Dept Name	License Assessment & Technical Analysis	
SNL Org Number (or TBD)	06853	
Number of Openings	2	
Description of Position	The License Application (LA) Document Management Specialists will be responsible for assisting the LA Document Management Team Lead in working with Lead Authors in the production of the document adhering to the LA Style Sheet and related LA document development guidelines. The LA Document Management Specialists will work with assigned LA Section Authors and technical organizations, as necessary, to resolve comments from reviews and to revise the text, tables, and figures, as appropriate, to ensure that they are still consistent with source documents. The LA Document Management Specialists will assist with creating figures, tables, charts, graphs, document conversions, data analyses as needed for completion of the authored sections. In addition, the Lead will work with the M&O to ensure ease draft editions are tracked with correct versions, and references updated in the Fusion database.	
Required Skills & Experience	Five (5) or more years of experience in the development of technical documents, including the creation of figures, tables, charts, graphs, document conversions, and data analyses; demonstrated ability to work in a schedule-driven environment; demonstrated ability to work as part of a team; advanced knowledge of software applications.	
Desired Skills & Experience (if applicable)	Experience in the development of safety analysis reports and knowledge of the Yucca Mountain project, in particular, the License Application	
Required Education (Degrees & Levels)	Associate degree in a related discipline, or equivalent training and/or experience	
Desired Education (Degrees & Levels - if applicable)	Bachelors degree in a related discipline, or equivalent training and/or experience	
Full Time Position? (Y/N)	Yes	
Job Requires lifting 35+ Pounds (Y/N)	No	
Desired Start Date	10/1/06	
Can this position accommodate...		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)

Please Select All Related WBS Elements for this PD  
(required for distributing PDs to contract providers for sourcing)

WBS Elements of 1.5.02		
1.5.02.02	License Application	X

Sand #: 2006-4508W